

Notice

Applications will be accepted for the following part-time position.

Administrative Assistant – Beverly Public Library

Duties/Description: Responsible for maintaining the library's financial records, including trust funds, and preparing accounts payable and receivable using the City's software system. Orders, processes, and tracks library and office supplies. Responsible for weekly payroll, including maintaining vacation, sick time, and personal leave calendar. Handles and deposits all money receipts and cash. Maintains accurate and organized filing system. Assists Library Director in the preparation of the budget and state aid reports. Assists Library Director and Assistant Director with correspondence and filing.

Applicant must have good computer skills, including Microsoft Word and Excel, and familiarity or ability to learn Munis, the City's software system. Must be able to establish and maintain effective working relationships with other staff members, vendors, and City Hall employees. Must be able to shift from one task to another as needed. Applicant must be a self-starter who is also willing to take direction. The work requires attention to detail.

Qualifications: Bachelor's degree. Previous office administration experience preferred.

18 hours per week, \$14.19 to start. This is a non-union position. No benefits.

Send letter of application and resume to Patricia Cirone, Library Director, Beverly Public Library, 32 Essex Street, Beverly MA 01915 or email cirone@noblenet.org

Closing Date: May 21, 2010